

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, APRIL 8, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** – Regular Minutes of April 1, 2009
2. **REQUEST TO RETURN TO FORMER CLASSIFICATION AND TRANSFER** – Trggve Holden, Harbor Maintenance Mechanic to Equipment Operator
 - a. Communication from Phil T. Hester, Director of Parks, Recreation & Marine
 - b. Communication from Trggve Holden, Harbor Maintenance Mechanic
 - c. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
3. **EXAMINATION RESULTS**
Civil Engineer
Water Treatment Operator
4. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Capital Projects Coordinator
Department Librarian
Fire Recruit (**1 month**)
General Librarian
Public Health Physician (4/9/08 & 4/30/08)
Public Safety Dispatcher
Recycling Specialist
Supervisor – Facility Maintenance (4/18/07)
Survey Technician
Systems Technician (10/15/08)
5. **TRANSFER** – Nahin Anaya-Zavala/Special Services Officer II/Public Works to Special Services Officer III/Police
6. **MANAGERS' REPORT**
7. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

9:00 A.M. - DISMISSAL HEARING 24-D-78

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
JEANNE KARATSU, PRESIDENT
APRIL 1, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, April 1, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

MEMBER EXCUSED: Douglas Haubert

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Patrick H. West, City Manager
Suzanne Mason, Director of Human Resources
Ken Walker, Personnel Operations Manager, Human Resources

President Jeanne Karatsu presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of March 25, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

UPDATE AND CONSIDERATION OF SUSPENSION OF SECTION 27 OF THE CIVIL SERVICE RULES AND REGULATIONS: The Secretary presented an update regarding City Manager Patrick West's request to suspend Section 27 of the Civil Service Rules and Regulations, and a memo from the City Attorney's office regarding the Commission's authority to suspend its rules. In the Secretary's update, he provided the Commission with two options it may wish to consider to accommodate the City Manager's request, as provided by a legal opinion from the City Attorney's office. The Secretary acknowledged the presence of City Manager Patrick West, City Attorney Robert Shannon and Deputy City Attorney Christina Checél to address the Commission and provide additional insight to the Commission. The Secretary briefed the Commission regarding the update and the options he provided to it. He also provided the Commission with a correspondence received from Janet Schabow, Business Representative,

IAMW DL947 addressing the concerns of the employees represented by them. Mr. West addressed the Commission, expressing the urgency of the request due to the City's current financial status, in order to retain current City employees to fill critical positions, and to avoid the laying off of employees. He stated that he would like the Commission to amend Section 115, which would allow more flexibility regarding other sections of the Civil Service Rules and Regulations in these challenging times. He stated that the City is looking for ways to help City employees. He stated that he is in no way interested in eliminating the merit system. Mr. West also stated that he appreciated Mr. Beas working with the City Attorney to consider appropriate wording to amend the rules. He stated that stringent measures to reduce the budget deficit are required and an amendment would allow the City the flexibility to hire current City employees who would be affected by layoffs. Suzanne Mason, Director of Human Resources also addressed the Commission stating that more flexibility is needed to hire City employees only. She stated that there are some critical positions in the City that need to be filled at this time, but cannot be filled due to City employees not being reachable on the eligibility lists. An amendment to Section 115 would allow for more flexibility. Commissioner Islas stated that not all City employees qualify for all City jobs. Ms. Mason stated that the Civil Service Rules and Regulations would be adhered to by starting with City employees in Band "A" of an eligible list. Ms. Schabow addressed the employees concerns of how the process would affect them and that they might be passed over for appointments. Mr. Shannon informed the Commission that an amendment to Section 115 would not remove any of the Commission's authority. In fact, he stated that it would broaden its authority to amend other sections of the rules, and the final decision regarding any request would rest with it. However, Mr. Shannon did recommend that the quote "Fiscal Emergency" be removed from the suggested language under Section 27. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Islas and carried to request the City Attorney to prepare language for additions to Section 27 and any other relevant section to protect Commission action based on the rules. The motion carried by a unanimous roll call vote.

REQUEST FOR RECLASSIFICATION AND PERMANENT REASSIGNMENT: The Secretary presented a communication from Cynthia Stafford, Personnel Services Officer, Public Works, requesting Commission authorization to reclassify and permanently reassign Linda Thompson from the classification of Administrative Aide to Traffic Engineering Aide. In addition, the Secretary presented a staff report prepared by Rob Pfingsthorn, Personnel Analyst. Melinda George, Deputy Director, brief the Commission regarding this request. David Roseman, City Traffic Engineer, Public Works, addressed the Commission regarding this request. Ms. Stafford also addressed the Commission. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Islas and carried that the request to reclassify Linda Thompson's classification from Administrative Aide to Traffic Engineering Aide be approved. The motion carried by a unanimous roll call vote. After further discussion, It was moved by Commissioner Islas, seconded by Commissioner Infelise and carried to permanently reassign Linda Thompson from Administrative Aide to Traffic Engineering Aide be approved. The motion carried unanimously.

BULLETINS:

It was moved by Commissioner Islas, seconded by Commissioner Saafir and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Office Automation Analyst
Office Systems Analyst

EXAMINATION RESULTS:

It was moved by Commissioner Islas, seconded by Commissioner Saafir and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Animal Health Technician – 2 Applied, 1 Qualified
Port Financial Analyst – 27 Applied, 9 Qualified
Water Treatment Operator – 18 Applied, 2 Qualified
Water Treatment Operator Test 11 (Amended)
29 Applied, 4 Qualified

EXTENSION OF EXPIRING ELIGIBLE LISTS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Airport Operations Assistant
Animal Control Officer
Aquatics Supervisor
Civil Engineer (10/8/08, 4/9/08, 4/23/08)
Helicopter Mechanic
Laboratory Assistant
Senior Civil Engineer (10/8/08, 4/30/08)
Traffic Engineering Associate (4/9/08)
Water Conservation Specialist (10/8/08, 10/15/08)

RETIREMENTS:

It was moved by Commissioner Islas, seconded by Commissioner Saafir and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Loi Pham/Business Systems Specialist II/Technology Services
Patricia Smithson/Customer Service Representative III/Financial Management

RESIGNATIONS:

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following resignations be received and filed. The motion carried by a unanimous roll call vote.

Harry Hampton/Police Officer/Police
Richard Licon/Ambulance Operator/Fire
James Silva/Gas Field Service Representative III/Energy

WITHDRAWAL OF APPEAL:

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to receive the withdrawal of Reduction Appeal 13-R-78. The motion carried by a unanimous roll call vote.

MANAGERS' REPORT:

Melinda George, Deputy Director, thanked Teresa Corrigan, Clerk Typist, for the excellent work she has provided to the Civil Service Department and presented her with a Certificate of Appreciation.

The Secretary informed the Commission that he had conducted four training sections each for the Supervisor Leadership Academy on Performance Appraisals and Civil Service Rules and Regulations, and Melinda George, Deputy Director, will be conducting four sessions on Effective Selection Interviewing.

COMMENTS FROM PUBLIC:

Ms. Mason thanked Civil Service for its participation in the training and said the training is very beneficial to City employees who are currently supervisors or potential supervisors.

RECESS:

President Karatsu requested a five-minute recess.

RECONVENE:

President Karatsu reconvened the meeting to a Personnel Session.

CLOSED SESSION (Gov. Code 54957.8)

It was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to recess the meeting to a Closed Session, pursuant to Government Code 54957.8. The motion carried by a unanimous roll call vote.

After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to reconvene the regular meeting.

It was moved by Commissioner Infelise, seconded by Commissioner Islas and carried to authorize Suzanne Mason, Director of Human Resources to negotiate on behalf of the Commission for all Civil Service employees. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

There being no further business before the Commission, President Karatsu adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE

Agenda Item No. 2

2760 N. Studebaker Road, Long Beach, CA 90815-1697

(562) 570-3100 • FAX (562) 570-3109

www.lbarks.org

March 18, 2009

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

RECEIVED
2009 MAR 24 PM 4:06
CITY OF LONG BEACH

HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine currently has a vacant Equipment Operator II position and requests your approval for the transfer and reversion of Mr. Trggve Holden. Personnel requisition PR09-01 has been submitted to fill this vacancy.

Mr. Holden was employed by the Department of Parks, Recreation and Marine from March 20, 1993 through August 28, 1994 when he transferred to the Harbor Department as an Equipment Operator. After obtaining permanent status as an Equipment Operator, Mr. Holden promoted to his current classification of Harbor Maintenance Mechanic.

The Department has an immediate opening for an Equipment Operator II in the Maintenance Operations Bureau. Mr. Holden has stated his interest in returning to his former classification and is well suited for this position. As a result, I am requesting your approval to revert and transfer Mr. Holden to the Equipment Operator II classification in the Department of Parks, Recreation and Marine.

Please contact Kenneth Campbell, Personnel Officer, at 570-3188 if you or your staff requires any further information regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil T. Hester".

Phil T. Hester,
Director of Parks, Recreation and Marine

PTH:KC

cc: JC Squires, Manager – Business Operations
Ramon Arevalo, Acting Manager – Maintenance Operations

March 5, 2009

Civil Service Commission
333 W Ocean Blvd
7th Floor City Hall
Long Beach, CA 90802

Dear Honorable Civil Service Commission:

My name is Trggve Holden and I am currently employed at the Harbor Department as a Harbor Maintenance Mechanic.

At one time in my career with the City I worked for the Parks, Recreation and Marine Department as an Equipment Operator II. A transfer opportunity to return to the Parks, Recreation and Marine Department as an Equipment Operator II has become available and would like to take advantage of that opportunity.

Therefore, I am requesting you to allow me to revert back to my former classification as Equipment Operator II, concurrent with a transfer back to the Parks, Recreation and Marine Department, Beach Maintenance Division.

Thank you for your consideration in this matter.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Trggve Holden". The signature is stylized with a large, sweeping initial "T" and a cursive "H".

Trggve Holden
Harbor Maintenance Mechanic

1 **DATE:** April 8, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Donna deAraujo, Assistant Administrative Analyst *DAJ*
4 **SUBJECT: REQUEST TO REVERT TO FORMER CLASSIFICATION AND**
5 **TRANSFER – TRGGVE HOLDEN, HARBOR MAINTENANCE**
6 **MECHANIC**

7 Correspondence has been received from Phil Hester, Director of Parks, Recreation
8 and Marine Department, and Trggve Holden, Harbor Maintenance Mechanic,
9 requesting Commission approval to return Mr. Holden to his former classification of
10 Equipment Operator and transfer him to the Department of Parks, Recreation and
11 Marine. Staff has reviewed this request and recommends Commission approval in
12 accordance with Section 67(1) of the Civil Service Rules and Regulations.

13 **Facts for Consideration:**

- 14
- 15 • Mr. Holden began his career with the City as a Non-Career Maintenance
16 Assistant in the Public Works Department on May 13, 1985. On May 11, 1987,
17 he was hired from the Maintenance Assistant eligible list by the Parks,
18 Recreation and Marine Department and attained permanent status on
19 November 11, 1987. On August 27, 1994, Mr. Holden was hired from the
20 Equipment Operator eligible list by the Harbor Department and attained
21 permanent status on March 13, 1995. On November 11, 2006, he was hired
22 from the Harbor Maintenance Mechanic eligible list and attained permanent
23 status on June 30, 2007.
 - 24 • There is no existing eligible or priority list for this classification.
- 25

- Personnel Requisition PR09-01 for an Equipment Operator in the Parks, Recreation and Marine Department is currently on file in the Civil Service Department and is available for Mr. Holden's placement.
- The Parks, Recreation and Marine Department, Harbor Department, and Mr. Trggve Holden concur with this request and have been informed that this item will be on today's agenda.

DMD

042009 Revert to Former Class (Holden) Doc